



DEVELOPMENT SERVICES DEPARTMENT

Planning & Zoning (954-797-1103)

Building (954-797-1111)

Engineering (954-797-1113)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

CANOPY/TRELLIS CHECKLIST

Required

- _____ Property Tax Folio Number (On Tax Notice or Receipt)
- _____ **Planning** (Condominium/ Homeowners Association Approval Letter if governed by an association Letter must state the Association is aware of the intended improvement(s)
1 Sealed Survey (Original) and 2 Copies No older than 2 years
Without survey affidavit if there are no changes to property since date on survey)
Location/ Plot Plan Showing all intended **set backs from property line**
and other existing structures)
Surveys must show all easements and encumbrances
- _____ **Structural Plans** (2 complete sets, details of fence height, location, and anchorage)
- _____ Drainage District: if applicable - (Drainage/Lake Maintenance Easement)
(Required only if structure is in easement) (Stamped on slab Location Plan)
- _____ Utility Easement Agreement Letters - if fence location is on an utility easement. (Identification and hold harmless agreement)
- _____ Central Broward Water Control District
- _____ South Broward Drainage District Approval
- _____ Tindall Hammock Approval
- _____ Completed Building Permit Applications
- _____ Notarized Signature on Applications
- _____ Contractors- A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability
- _____ Disclosure Statement - if submitted as on owner / builder application.
- _____ Plan Check Fee in the amount of \$30.00 at time of submitting application.